Interview Tips

• Do:
  o Dress neatly. Clothing should match the job you are interviewing for: If you are trying to get a job in a clothing store, dress in a manner similar to the clothing in that store. If you are looking for work in an office, wear simple, neat business clothes. No matter what job the interview is for, clothing should be neat and clean.
  o Be well-groomed. Shower and brush your teeth. Shave or trim your facial hair. Clip and clean your fingernails. Remove piercings and cover tattoos if you can.
  o Be on time. All employers need employees to be on time. If you’re late for an interview, you probably will not get the job.
  o Turn off your phone, or anything else that might interrupt the interview.
  o Be polite, make eye contact, and SMILE! Always end by saying “thank you.”
  o Try to relax and be yourself--remember your strengths and use them!
  o Research the organization you have an interview with and prepare your own questions.

• Do not:
  o Do not swear or use slang.
  o Do not chew gum, candy, or mints.
  o Do not bite your nails, or play with your hair or beard.
  o Do not tap your foot or drum your fingers.
  o Do not say anything negative about teachers or previous bosses.